



**GOVERNANCE UPDATE
JUNE 2023**

The Governance Update monthly report includes of actions taken by various governance committees. It is required by Administrative Regulation 2511: Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office between **May 1, 2023 and June 1, 2023**.

The College Executive Committee reviewed these items during their **June 13, 2023 meeting**.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Questions regarding items listed below contact the chair of the appropriate committee. Committee chairs may be emailed directly from the [Blue List](#). Committee minutes available in [SharePoint](#)
- Meeting Schedule for governance committee meetings is available on the Governance webpage: [Scheduled Meetings](#)
- Some Governance Committees continue to meet by virtual means. Requirements, such as meeting quorum, minutes reporting, continue to be practiced.

I. COLLEGE EXECUTIVE COMMITTEE * - May 9, 2023 *Standing Committee**

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, Zoom Conference

Chair: Dr. Ryan Cornner

QUORUM [5] 8/8 voting members present; 2 Resource non-voting members, 1 Guest

APPROVAL OF MINUTES

1. MSC - (Flexser/Dickes) to approve the College Executive Committee minutes of April 11, 2023.

MOTIONS APPROVED

2. MSC - (Dickes/Flexser) to approve the five (5) Custodian, Range 16 positions.
3. MSC - (Dickes/Ritterbrown) to approve Board Policy 7280: Telecommuting/Remote Work.
4. MSC - (Ritterbrown/Dickes) to approve the recommendation to add the DEIA coordinator on the EEO committee as a voting member.
5. MSC - (Flexser/Ritterbrown) to approve the addition of this agenda item.

REPORTS

6. Review and receipt of subcommittee minutes:
 - a. Budget Committee – March 28, 2023
 - b. College Computer Coordinating Committee – March 16, 2023
 - c. Enrollment Management Committee – No minutes reported.
 - d. Equal Employment Opportunity Advisory Committee – No minutes reported.
 - e. Governance Review Committee – April 4 and May 2, 2023
 - f. Professional Development Committee – March 16, 2023
 - g. Release Time/Extra Pay Committee – March 24, 2023
 - h. Student Equity & Achievement Committee – No minutes reported.

- i. Web Oversight Committee - No minutes reported.
- 7. The College Executive Committee reviewed the Standing Committees' actions report.
- 8. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
- 9. The College Executive Committee reviewed the Board of Trustees agenda for the May 16, 2023 meeting.

Scheduled Meetings: June 13, 2023

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – April 25, 2023

2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 10/10 voting members present; 1 Resource member; 25 guests

APPROVAL OF MINUTES

- 1. MSC to approve the minutes of March 28, 2023, as presented. Motion passed unanimously.

MOTIONS TABLED

- 2. MSC to table Administrative Regulation 6200: District Budget until such time HR has completed its examination of it. Motion passed unanimously.
- 3. MSC to table AR 6300: Fiscal Management until the next meeting. Motion passed unanimously.
- 4. MSC to table AR 6305: District Reserves until the next meeting. Motion passed unanimously.

REPORTS

- 5. Income Statement/Forecast; Financial Reporting, and Statement of Cash Flow reviewed.

Budget Committee – May 23, 2023

2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 7/10 voting members present; 1 Resource member; 25 guests

APPROVAL OF MINUTES

- 1. MSC to approve the minutes of April 25, 2023, as presented. Motion passed unanimously.

REPORTS

- 2. Discussion on May Revise:
 - a) A projected deficit of \$31.5 billion, revised upward from January's numbers.
 - b) A General Fund decrease of over \$10 billion
 - c) Prop 98 revenue to be \$2 billion less than the January proposal.
 - d) Delayed tax filings and revenue projections as well as lower capital gains are behind this.
 - e) Although state reserve grew by almost 50% in 2020-2021 and 2021-2022, it is projected to decline by 8.1% in the current year.
 - f) An 8.22% COLA, up from 8.13% including COLA for EOPS, Adult Education Program, CalWORKs, CARE and DSPS.

Scheduled Meetings: Fall 2023

2) College Computer Coordinating Committee (4Cs) – April 27, 2022

Chair: Calvin Madlock

QUORUM: [9] 12/16 voting members present; 4 non-voting Resource members present

APPROVAL OF MINUTES

- 1. MSC approval of March 16, 2023 minutes.

REPORTS

2. Discussion on email retention policies; cyber security awareness training.

Scheduled Meetings: September 21, October 19, November 16, 2023

- 3) **Enrollment Management Committee** – November 9, 2022 is the last meeting reported.
2nd Wednesday, 12:20-1:20 pm, Zoom Conference
Co-Chairs: Drew Yamanishi, and Edward Karpp
Scheduled Meetings: TBD
- 4) **Equal Employment Opportunity Committee (EEO)** – December 22, 2022 is the last meeting reported.
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Brittany Grice
Scheduled Meetings: TBD
- 5) **Governance Review Committee (GRC)** – May 2, 2023 is the last meeting reported.
1st Tuesday, 1:40-2:40 pm, Zoom Conference
Chair: Paul Vera
Scheduled Meetings: September 5, October 3, November 7, December 5, 2023
- 6) **Professional Development Committee** – March 16, 2023 is the last meeting reported.
3rd Thursday, 12:30-1:30 pm, Zoom Conference
Co-Chairs: Krista Raimondo, Faculty; and Agnes Eisaghalian, Classified
Met on May 18, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023
- 7) **Released Time Extra Pay Committee (RTEP)** – April 29, 2023 is the last meeting reported.
4th Friday, 10:00-11:00 am, Zoom Conference
Chair: Michael Davis
Met on May 17, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023
- 8) **Student Equity & Achievement Committee (SEA)** - November 18, 2022 is the last meeting reported.
4th Friday, 1:00pm-2:00 pm, Zoom Conference
Chair: Yeranui Barsegyan
Scheduled Meetings: TBD
- 9) **Web Oversight Committee** – February 23, 2022 is the last meeting reported.
Meets as needed
Chair: Drew Sugars
Scheduled Meetings: TBD

Continued on the next page.

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC) – April 10, 2023 is the last meeting reported.

2nd Monday, 12:15pm-1:30 pm, Zoom Conference

Chair: Edward Karpp

Scheduled Meetings: Fall 2023

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) Program Review Committee – May 16, 2023

3rd Tuesday, 1:30–2:30 pm, Zoom Conference

Chair: Dr. Daphne Dionisio

QUORUM [6] 7/10 voting members present

APPROVAL OF MINUTES

1. It was MSC that the Minutes from March 21, 2023, were approved without corrections.

MOTIONS TABLED

2. New ACCJC Standards 1.2, 1.3, 1.4, 2.2, 2.6, 2.7, & 2.9 As They Relate to Program Review
Motion to Postpone

The Standing Committee, IPCC, will review these minutes during their next scheduled meeting.

Scheduled Meetings: Fall 2023

2) Strategic Planning Committee – November 4, 2022 is the last meeting reported.

Chair: Edward Karpp

Met on May 5, 2023, report is forthcoming.

Scheduled Meetings: Fall 2023

III. ACADEMIC AFFAIRS COMMITTEE* - May 17, 2023

3rd Wednesday, 2:00-4:00 pm, Zoom Conference

Chair: Dr. Michael Ritterbrown

QUORUM 28/38; 3 Resources; 6 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes from the March 15, 2023 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for the March 15, 2023 meeting.
3. MSC to approve the revised AR 4100 – Graduation Requirements for Degrees and Certificates of Achievements.
4. MSC to approve the following items under the consent calendar:
 - Curriculum & Instruction Committee minutes from the May 10, 2023 meeting.
Revised Courses:
 - BIOL 298
 - ETH S 125
 - LING 101, 102
 - MATH 100, 102, 110, 110A, 110B, 111, 112, 112+, 133, 135, 136, 136+, 136H, 138
 - NS 202, 203, 205, 212, 213, 214, 223
 - ST DV 120, 127, and 143
5. MSC to approve the revised AR 4261 – Class Overview.
6. MSC to approve the 2022 Academic Affairs Non-HAC Resource Requests Prioritization Results.

7. MSC to approve the 2023 – 2024 Instructional Priorities.
8. MSC to approve Library & Information Competency minutes from the March 23, 2023 meeting.
9. MSC to approve Scholars Program minutes from the March 21, and April 25, 2023 meetings.

MOTIONS TABLED

10. MST to approve the Revised AR 4000 – Mutual Gains. It was suggested that a clear version of the document be presented the committee at the next meeting for voting.

Scheduled Meetings: Fall 2023

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

- 1) **Academic Calendar Committee** – March 24, 2022 is the last meeting reported.
Meets as needed
Chair: Vacant
Scheduled Meetings: TBD

- 2) **Baja Program Committee** – November 4, 2022 is the last meeting reported.
Meets twice per academic year
Chair: Dr. Javier Gago
Scheduled Meetings: TBD

- 3) **Graduation Requirements Committee** – March 22, 2022 is the last meeting reported.
Meets as needed
Chair: Agnes Eguaras
Scheduled Meetings: TBD

- 4) **Library & Information Competency Committee – March 23, 2023**
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Eric Hanson
QUORUM 11/12 voting members
APPROVAL OF MINUTES
 1. MSC to approve minutes from February 23, 2023.**MOTIONS APPROVED**
 2. MSC to approve minutes from February 23, 2023.
 3. MSC to recommend adoption of the Replacement Cost Online Form.
 4. MSC to recommend adoption of the community member library card.**REPORTS**
 5. Library Hours - Due to the hiring freeze, we have been unable to extend hours. The library will close at 6 p.m.; reference services are offered remotely from 6-9 p.m.
Met on April 27, May 25, 2023, reports are forthcoming.
Scheduled Meetings: Fall 2023

- 5) **Scholars Program Committee – May 16, 2023**
4th Tuesday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Michael Harnett
QUORUM 8 of 12 voting members.
APPROVAL OF MINUTES
 - 1) MSC approval of the minutes from the April 25, 2023 SAC [Scholars Program] meeting.

The Standing Committee, Academic Affairs Committee, will review these minutes during their next scheduled meeting.

Scheduled Meetings: Fall 2023

6) **Study Abroad Committee** – October 27, 2022 is the last meeting reported.

4th Thursday, 12:20-1:30 pm, Zoom Conference

Chair: Darren Leaver

Met on February 23, 2023, report is forthcoming.

Scheduled Meetings: Fall 2023

IV. STUDENT AFFAIRS COMMITTEE* – May 17, 2023

3rd Wednesday, 1:00-2:00 pm, Zoom Conference

Chair: Dr. Paul Schlossman

QUORUM 21/25 voting members present; 3/4 resources; 2 April 12, 2023 be approved.

APPROVAL OF MINUTES

1. It was MSC to approve the April 12, 2023 meeting minutes.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - a. Placement & Assessment Committee – April 13, 2023
 - b. Student Fees Committee – April 12, 2023
3. It was MSC to accept the first reading of BP 5205: *Student Accident Insurance* and move it forward for approval.
4. It was MSC to approve revised BP 5205: *Student Accident Insurance* as presented.
5. It was MSC to accept the first reading of BP 5210: *Communicable Disease* and move it forward for approval.
6. It was MSC to approve revised BP 5210: *Communicable Disease* as presented.
7. It was MSC to accept the first reading of AR 5210: *Communicable Disease* and move it forward for approval.
8. It was MSC to approve revised AR 5210: *Communicable Disease* as presented.

REPORTS

9. The first reading of revised AR 5205: *Student Accident Insurance* was accepted. It will be presented at the September 20, 2023 for approval
10. Drs. Oukayan and Yamanishi presented a report and update about the PromisePlus+ program.
11. Drs. Schlossman and Yamanishi presented an update about AB 1705 and implementation of the requirements in the legislation

NEXT MEETING: September 20, 2023

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1) **International Students Committee** – May 5, 2021 is the last meeting reported.

Meets once per academic year.

Chair: Murray Stach

Scheduled Meetings: TBD

2) **Multicultural & Community Engagement Committee – May 11, 2023**

2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference

Chair: Dr. Tzoler Oukayan

QUORUM 9 voting members present

APPROVAL OF MINUTES

1. It was MSC that the minutes of March 9, 2023 be approved.

MOTIONS APPROVED

2. It was MSC to approval of the minutes from the April 13, 2023 meeting.

REPORTS

3. Discussion: UGLA Scholarship for LGBTQ+ Students; Stoles for Communities programs; and the Orgullo Latine program.
4. Updates included Rising Scholars; MCEC Spring 2023 activities, and the MCEC student community graduation (Beyond Barriers).

The Standing Committee, Student Affairs Committee, will review these minutes during their next scheduled meeting.

Scheduled Meetings: TBD

3) **Placement and Assessment Committee – May 11, 2023**

2ND Thursday, 2:00-3:00 pm, Zoom Conference

Chair: Dr. Drew Yamanishi

QUORUM 15/16 voting members present; 1/1 resources; 6 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 13, 2023 be approved.

REPORTS

2. Discussion included Department and Division updates.

The Standing Committee, Student Affairs Committee, will review these minutes during their next scheduled meeting.

Scheduled Meetings: September 14, 2023

4) **Student Fees and Tuition Committee – April 12, 2023**

2ND Wednesday, 1:00-2:00pm, Zoom Conference

Chair: Mr. Amir Nour

QUORUM 5/9 voting members present; 2 guests

APPROVAL OF MINUTES – It was MSC that the minutes of February 8, 2022 be approved.

REPORTS

1. Amir Nour related that the Student Services Fee will increase from \$12.50 to \$17.50 for the Fall Semester 2023. Tzoler Oukayan further presented reasons for the increase stemming from the March 14, 2023 meeting of the ASGCC. This fee has not changed from 2004 and a decision was made to raise the fee due to rising costs.

NEXT MEETING: September 13, 2023

5) **Technology Mediated Services Committee (TMS) – December 2, 2021 is the last meeting reported.**

Meets as needed, contact Chair

Chair: TBD

Scheduled Meetings: TBD

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – March 14, 2023 is the last meeting reported.
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Chair: Mr. Amir Nour
Met on April 11, May 9, 2023, reports are forthcoming. June meeting cancelled.
Scheduled Meetings: Fall 2023

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee** – March 2, 2023 is the last meeting reported.
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Met on April 6, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023
- 2) **Environment & Sustainability Committee** – March 1, 2023 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Met on April 5, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023
- 3) **Safety Committee** – November 16, 2022 is the last meeting reported.
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Chair: Laura Matsumoto
Met on March 15, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

Prepared by Frankie Strong, Governance Office